# **Specialist Disability Support in Schools Program**

Specialist Disability Support in Schools Program

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**Application for Grant**

**2025-2027**

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| **Dates** | Applications open 9:00 am on Monday 1 July 2024.  Applications must be submitted to the Queensland Department of Education (the Department) no later than 5.00 pm on Monday 26 August 2024. |
| **How to Lodge** | To apply for Specialist Disability Support in Schools (SDSS) Program funding, applicants must complete this Application Form and submit it to [sdss@qed.qld.gov.au](mailto:sdss@qed.qld.gov.au) with your organisation’s name and ‘SDSS Program Application’ in the subject line by 5.00 pm on Monday 26 August 2024. |
| **Late Lodgement** | Applications received after the cut off time on the closing date will not be assessed. |
| **SDSS Program Guidelines** | You must read the [SDSS Program Guidelines](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding) as they contain important information to assist you in completing this application. |
| **Terms and Conditions** | Each applicant must meet all eligibility requirements as stipulated in the [SDSS Program Guidelines](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding). If an application is successful and an offer of funding is accepted, the applicant will be required to enter into a Service Agreement with the Department. |
| **Application Form** | The Application Form has eight parts:  **Part One:** Applicant Details  **Part Two:** School Support Services Application  **Part Three:** Resource Centre Services Application  **Part Four:** Specialised Equipment Application  **Part Five:** Financial Viability  **Part Six:** GST and Privacy  **Part Seven:** Authority to Act and Declarations  **Part Eight:** Application Checklist |

**Part One – Applicant Details**

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| **1.1 Applicant Details** | |
| Applicant Legal Name |  |
| Trading Name  (if different) |  |
| Australian Business Number (ABN) |  |

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| Is the organisation registered for GST? |  | Yes |  | No |
| Is the activity you are seeking funding for under the SDSS Program a taxable supply? |  | Yes |  | No |
| Is the organisation not-for-profit? |  | Yes |  | No |
| Is the organisation legally Incorporated? |  | Yes |  | No |

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| --- | --- | --- | --- |
| **1.2 Applicant Contact Details** | | | |
| Phone Number |  | | |
| Email Address |  | | |
| Street Address |  | | |
| Suburb/Town |  | Postcode |  |
| Postal Address |  | | |
| Suburb/Town |  | Postcode |  |

Provide the details of up to two key personnel directly involved in overseeing the delivery of the proposed services including relevant experience and/or expertise in the table below:

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| --- | --- | --- |
| **Name** |  |  |
| **Position** |  |  |
| **Proposed responsibility under the SDSS Program** |  |  |
| **Demonstrated experience and/or expertise** |  |  |

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| **1.3 Application Funding Categories** | | | | |
| **This application is for the following SDSS Program Funding Categories:** | | | | |
| School Support Services (Part Two) |  | Yes |  | No |
| Resource Centre Services (Part Three) |  | Yes |  | No |
| Specialist Equipment (Part Four) |  | Yes |  | No |

If more than one Funding Category is being applied for, please advise your organisation’s priority for funding, 1 being the highest priority:

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| --- | --- | --- |
| **Funding Category** | **Application (Y/N)** | **Priority Number (1, 2, 3)** |
| School Support Services |  |  |
| Resource Centre Services |  |  |
| Specialised Equipment |  |  |

**Part Two – School Support Services Application**

The attachment templates for the Program Category of School Support Services can be downloaded from the [SDSS website](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding).

Complete all the required Attachment Templates and include them in your email submission.

**Part Three – Resource Centre Services Application**

The attachment templates for the Program Category of Resource Centre Services can be downloaded from the [SDSS website](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding).

Complete all the required Attachment Templates and include them in your email submission.

**Part Four – Specialised Equipment Application**

The attachment templates for the Program Category of Specialised Equipment can be downloaded from the [SDSS website](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding).

Complete all the required Attachment Templates and include them in your email submission.

**Part Five – Financial Viability**

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| **5.1 Financial Statements** |

The Department must be satisfied that an organisation has access to adequate financial resources for its viable operation.

***Identify the description below that applies to your organisation and attach to the email submission of your application the relevant documents listed.***

1. **Not for Profit Organisations currently funded under the SDSS Program**
2. Provide a copy of your organisation’s Audited Statement for the previous calendar year, as required under your existing Service Agreement.
3. In addition, provide a statement from an independent auditor that verifies the ongoing financial viability of your organisation.
4. **Local Government Entities currently funded under the SDSS Program**
5. Provide a copy of your organisation’s Audited Statement for the previous calendar year, as required under your existing Service Agreement.
6. In addition, provide financial statements that:
   1. verify that the auditor who reviewed the financial reports is independent of Council (this can be the Queensland Audit Office); and
   2. confirm the appropriateness of the Council’s use of the going concern basis to provide evidence that Council is financially stable enough to meet its obligations and continue its business for the foreseeable future.
7. **New organisations not previously funded under the SDSS Program**
8. Provide a signed statement or certificate from a qualified person, verifying that the organisation has access to adequate financial resources for its viable operation.

The certified statement or certificate should include, but not be limited to, an overview of the relevant information and/or documentation that was taken into account that should include, but not limited to, the Annual Funding Proposal/s listed in this Application for funding.

This statement or certificate should be an official document on letterhead and clearly show the person’s qualifications.

For this purpose, a qualified person is one who is:

1. a qualified accountant within the meaning of the *Corporations Act 2001 (C’th)*; or
2. a person registered (or taken to be registered) as a company auditor under the *Corporations Act 2001 (C’th)*; and
3. is independent and does not have any direct conflict of interest in providing the verification.

**Part Six – GST and Privacy**

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| **6.1 Goods and Services Tax (GST)** |

If you are not registered for GST but have an active ABN, the Department will pay the agreed amount (which is exclusive of GST) to you.

If you are registered for GST and have noted that the supply you are making for this SDSS Program is taxable, the Department will pay the agreed amount plus an additional 10% GST amount to you.

If you are registered for GST and have noted that the supply you are making to the Department for this SDSS Program is not a taxable supply, the Department will pay the agreed amount (which is exclusive of GST) to you.

Where the Department determines that there is a repayment, it will provide you an invoice or a RCTI adjustment note to return the repayment amount.

For tax compliance purposes, it is important that you advise the Department as soon as possible if there is a change to your ABN and/or GST registration status and the status of the supply under this SDSS Program.

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| **6.2 Privacy Information** |

The Department is collecting the information on the application form (including all relevant parts) for the purpose of assessing whether your application for Specialist Disability Support in Schools Program funding should be approved (including assessing eligibility criteria) and, if approved, the level of funding to be provided.

Information from the application form may be disclosed to the following entities – The Minister for Education, the Director-General of the Department, external specialists engaged to assist in the assessment of funding applications and authorised Departmental staff.

If your application is approved, information contained in the application form may also be disclosed to your State Member of Parliament. Broad details in relation to numbers of successful applications, agreed outcomes, progress and level of funding awarded may be published by the Queensland Government.

Your information will not be disclosed to any other person or agency unless the Department has your consent, or the Department is required or authorised by law to do so.

**Part Seven – Authority to Act and Declarations**

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| **7.1 Authority to Act** |

The Signing Authority is the person in authority, nominated by the organisation, as responsible for:

1. Authorising the SDSS Program Application;
2. If successful, administering the SDSS Program funds in accordance with the Service Agreement; and
3. Meeting all reporting and Service Agreement obligations.

The Signing Authority cannot be the Project Manager or Coordinator for the SDSS Program.

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| Name of Authority |  |
| Position within the organisation |  |
| Phone number |  |
| Email |  |

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| **7.2 Organisation Declaration** |

As the Organisation’s Signing Authority, I declare the following:

1. The statements and details made in this application and attachments are true and correct;
2. The proposed activities will be covered by appropriate insurance; and
3. All relevant work, health and safety standards will be met.

I further acknowledge the following:

1. If this SDSS Program Application is successful, my organisation will be bound by the  
   [SDSS Program Guidelines](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding) and signed Service Agreement;
2. I have read and understood the [SDSS Program Guidelines](https://mpe.education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/how-to-apply-for-funding) and understand and accept the terms and conditions of funding, and warrant that my organisation will be able to fully comply with those conditions;
3. I understand that incomplete applications will not be considered;
4. If and where any personal information of a third party is included, the third party has been made aware of, and given their permission for, those details to appear in this application;
5. I am not aware of any perceived or actual conflict of interest that will arise by submitting this application; and
6. I have disclosed any factors which may affect the Queensland Government’s decision to approve an application for funding.

**I am the Applicant’s Signing Authority and I confirm the acknowledgment and declaration above:**

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| Signing Authority Signature: |  |
| Name (printed): |  |
| Position: |  |
| Date: |  |

**Witness**

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| Witness Signature: |  |
| Name (printed): |  |
| Date: |  |

**Part Eight – Application Checklist**

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| **Section Checklist** | | **Complete** |
| Part One | Applicant Details completed |  |
| Part Two | School Support Services   * All Application questions answered * Template completed and attached for Student and School Data * Template completed and attached for Funding Request |  |
| Part Three | Resource Centre Services   * All Application questions answered * Template completed and attached for Student and School Data * Template completed and attached for Funding Request |  |
| Part Four | Specialised Equipment   * All Application questions answered * Template completed and attached for Student and School Data * Template completed and attached for Funding Request, including the following information:   + Evidence based support or therapist input   + Quotes or webpage links   + Confirmation that the Department’s Equipment Loan and Trial Service has been consulted |  |
| Part Five | Financial Statements attached |  |
| Part Six | GST and Privacy | N/A |
| Part Seven | Authority to Act and Declarations completed and signed |  |